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6 May 1981

MEMORANDUM FOR: Building Planning Committee Members
FROM: Chief, Building Planning Staff, OL
SUBJECT: Project Organization ☐

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1. The folder attached to this memorandum contains background papers helpful in understanding the building alternatives available to the Agency and some of the planning activities that will impact the building program. ☐

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2. The Building Planning Staff will consist initially of three officers who will devote full time to the background and feasibility studies necessary to the design, budgeting, and approval of construction. The Staff will rely on Committee members to act as Directorate spokesmen for plans and requirements. As the Staff develops decision papers for Agency management, the Committee members will be relied on to critique papers and obtain informal management coordinations within the Directorates. As the program develops, members will serve their Directorates as information officers to keep the Agency at large aware of progress. ☐

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3. Our estimate is that members will spend an average of one day per week on Building Planning during these initial months. Members are encouraged to provide their own thoughts and proposals on the building program to the extent additional time and interest allows. ☐

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4. As a first step in the process, we are looking to the Directorates to help define the scope of the building required. Your assistance in developing answers to the following questions by 19 June is requested:

- a. Preliminary studies have assumed that all components presently in leased space or in the E Street complex would move to the Langley compound.

(1) Are there components in these spaces that could not or should not move to Langley? Identify the organizations.

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(2) Are there elements not covered by this planning assumption that should move to Langley, e.g., elements at [redacted] etc? Identify the organization. [redacted]

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b. Provide estimates of Headquarters ceiling for 1987 and circa 2000. To the extent possible, indicate organizational areas of expected growth/reduction. [redacted]

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c. Provide a description of Headquarters machine support expected by 1987 and circa 2000. Estimates of number of terminals, processors, special purpose centers, storage capacities, etc. will be helpful in designing environmental support systems. [redacted]

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d. Are there new technologies being considered for Headquarters application that may present unique requirements for floor loading, power, and environmental control above and beyond those necessary to support current computer and communications technology? If so, describe the expected characteristics. [redacted]

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5. Members of the Building Planning Staff will be available to answer questions and assist as necessary. We will tentatively plan to meet as a group during the week of 1 June to discuss issues arising from these questions and any thoughts or proposals from members concerning this program. [redacted]

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